

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

October 27, 2011

PRESENT: Keith Pamperin, Pat Finder-Stone, Bill Clancy, Tom Diedrick, Steve Daniels, Pat Hickey, Libbie Miller, Barbara Robinson, Marvin Rucker

EXCUSED: Dona Jane Brasch, Lisa Van Donsel, Judy Parrish

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:32 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the October 27, 2011 Agenda. **MOTION CARRIED.**

INTRODUCTIONS: Introductions were waived.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF September 22, 2011:

Ms. Finder-Stone noted 2 corrections on page 3. 1. Under ADD LIFE CENTER REPORT, Partners with should read Northeastern Technical College, not Northwestern Technical College. 2. Under ADD LIFE CENTER REPORT, Assumes responsibility for should read Farmer's Market, not Famer's Market.

Ms. Hickey moved and Ms. Miller seconded to approve the minutes of the regular meeting of September 22, 2011 with the above noted corrections. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF THE SEPTEMBER 2011 FINANCE REPORT:

Ms. Bowers reported that while the Expense Report indicates that we are \$54,000 over budget with the Energy Initiatives Project, we will be receiving a \$30,000 Wisconsin Public Service rebate. Food Costs are under budget; however, we are also not serving the number of meals budgeted for.

Ms. Bowers reviewed the detailed expenses related to the renovation of the new building and noted that meetings are being held regularly in an effort to stay on top of this project.

Mr. Pamperin moved and Ms. Hickey seconded to approve the September 2011 Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: There were no restricted donations.

PERSONNEL & POLICY COMMITTEE REPORT AND RECOMMENDATIONS: Mr. Diedrick reported that the Personnel & Policy Committee met last week and accepted Ms. Archambault's formal resignation letter which was included in the board packet. Ms. Archambault's letter indicates that her last day of employment as the Director of the Aging & Disability Resource Center will be March 2, 2012. Mr. Diedrick and the board thanked Ms. Archambault for her commitment to the aging and disabled population of Brown County over the past 32 years.

Mr. Pamperin moved and Ms. Miller seconded to reluctantly accept Ms. Archambault's letter of resignation. **MOTION CARRIED.**

Mr. Diedrick also reported that the Personnel & Policy Committee reviewed the ADRC Succession Plan approved by the Board of Directors on August 25, 2011 and recommended that Ms. Archambault's

position be posted internally for 5 days and if at all possible to fill the position from within the agency. Qualified candidates would meet with representatives from the Personnel Committee for its consideration. Discussion took place as to whether or not Ms. Archambault's position could legally be filled from within without placing it in public notice. It was decided, by consensus, to have Ms. Archambault consult with Brown County Corporate Council on this matter.

Mr. Pamperin moved and Ms. Finder-Stone seconded to recruit for Ms. Archambault's position internally at this time. If after consulting with Brown County Corporate Council it is determined we are not within the parameters of the law, Ms. Archambault will also post the position externally. **MOTION CARRIED.**

The Personnel & Policy Committee also reviewed revisions made to the ADRC Employee Handbook along with a proposed staff parking policy. Ms. Archambault reviewed the handbook revisions which included: flexible time for non-exempt employees; work week; recording work hours; mileage and travel reimbursement; personal time off; funeral leave; and mandatory trainings as well as the proposed staff parking policy which detailed the parameters that would be implemented to assure maximum parking for consumers and ensuring that parking choices do not affect work responsibilities with board members.

Ms. Finder-Stone moved and Ms. Miller seconded to approve the revisions to the ADRC Employee Handbook as well as the proposed staff parking policy as stated above. **MOTION CARRIED.**

Ms. Archambault added that there are several staff positions that have changed. These will be reviewed by the Personnel & Policy Committee for job description re-evaluation and possible salary changes. The Committee's recommendations will be brought back to the board in the future.

APPROVAL OF ADRC POLICY RELATED TO STATE GUNS/CONCEALED CARRY LAW:

Ms. Archambault stated that the county board does not have its policy in place regarding the State Guns/Concealed Carry Law at this time. Discussion took place on the pros and cons related to posting; however it was decided by consensus to wait until the county adopted a policy before making any formal motions related to this agenda item.

APPROVAL OF 2012 ADRC PLAN & BUDGET FOR GWaar: Ms. Archambault reported that the ADRC already has a board approved 3-year Aging Unit Plan and there are no changes being made. Therefore, at this time she requested board approval of the budget for GWaar.

Ms. Hickey moved and Mr. Daniels seconded to approve the budget for GWaar. **MOTION CARRIED.**

DISCUSSION OF LIFE STUDY FOR BROWN COUNTY: Mr. Diedrick referred board members to the 2011 LIFE Study for Brown County included in the board packet. This summary is a regional look at issues that influence the standard of living in Brown County. He suggested the board collaborate with other agencies and take a look at the issues and concerns that impact the aging and persons with disabilities. Mr. Diedrick announced that the Bay Area Community Council is hosting a Brown County 2020 Conference on February 17th and 18th. The purpose of this conference will be to bring in a strategic management facility to develop action plans using this data.

FAMILY CARE UPDATE: No updates

DIRECTOR'S REPORT: Ms. Archambault reported on the following:

- We have been looking at changes in the Nutrition Contract with Aramark. We are fortunate to have access to the expertise of Cheryl Corbeille with Brown County Purchasing and Barbara West of Brown County Contracting.
- The Human Services Budget Meeting was last evening and things went well for the ADRC. Our relationship with the County is extremely important and valuable to us and we appreciate their support.

- The Green Bay Packer Organization has invited 4 ADRC representatives to a luncheon on Tuesday, November 15th. There will be a discussion concerning the expansion and accessibility of Lambeau Field's South End-zone and how it will impact the aging and disabled populations.

ADRC BOARD RECRUITMENT: Ms. Archambault informed board members that she has only received 1 response to the board position representing developmental disabilities. She also would like to see more applicants representing the aging. Board members were urged to turn in any candidate names as soon as possible.

LEGISLATIVE UPDATE: No report.

ANNOUNCEMENTS: Comments were made on the following:

- Watch the Mining Bill.
- We are waiting on Voter I.D. as a suit has been filed stating that it violates the Wisconsin Constitution.
- Current State Law prohibits job discrimination based on criminal history unless the crimes are closely related to the career.

NEXT MEETING DATE – OCTOBER 27, 2011: The next Board of Director's Meeting is scheduled for December 1, 2011. Ms. Archambault encouraged members to arrive a little early as we will also be having our Christmas Breakfast that morning.

ADJOURN: Ms. Robinson moved and Sup. Clancy seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:51 a.m.

Respectfully submitted,

Arlene Westphal, Secretary